



# શ્રીરદ્દ પ્રેટોરિયા હિન્દુ સેવા સમાજ

(Established in 1932)

264 13<sup>th</sup> Avenue  
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Pretoria, 0037

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0001

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“Satyameva Jayate” – Truth Alone Prevails

કાલ  
થીજ constitution  
જાણે  
approched & adopted at a  
સ્પેશિયલ જનરલ મેટિંગ હેલ્ડ ઇટ લાઉડિયમ  
ઇન ઠે  
“સમાજ” ડાઉટોરિયમ ઠ  
૨૭ સેપ્ટેમ્બર ૨૦૦૭ and  
સુપરસેડેડ ડાલ પ્રેવિયુસીય  
પાસેડેડ constitution

***Annexure A: Attendance Register of “Samaj” Officials and  
Community Members present at the Special General Meeting***

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**PREAMBLE**

*We, members of the Gujarati community of Pretoria / Tshwane, taking due cognizance of the tremendous contributions made by the pioneers of this community under severe and adverse historical socio-economic and political conditions, hereby pledge to diligently serve our community and to uphold and protect, in spirit and in deed, our glorious Hindu Dharma and this new constitution that has been drawn up to mark the 75th year of the “Samaj’s existence.*

**1. NAME**

The official name of the organization is the “**Shree Pretoria Hindu Seva Samaj**”, hereby also referred to as the “**Samaj**” or “**SPHSS**”.

**2. ADDRESS**

**2.1 Street Address**  
264 13<sup>th</sup> Avenue  
Laudium, 0037

**2.2 Postal Address**  
PO Box 1811  
Pretoria, 0001

**3. VISION, MISSION & VALUES**

**3.1 VISION**

To Create a Dynamic and Progressive Community through Truth and Service Excellence

**3.2 MISSION**

In pursuit of this vision, the “Samaj” will:

- 3.2.1 Ensure that it will effectively address the social, economic, cultural, spiritual, educational and political needs of the Hindu Community of the Pretoria/Tshwane region;
- 3.2.2 Further the community’s positive image of being a good citizen;
- 3.2.3 Improve the quality of life of the Gujarati community in particular and the wider community in which it co-exists.

**3.3 VALUES**

The following values are **ETCHED** into our lives and underpin everything we do in the name of the “Samaj”:

- E** = Empowerment
- T** = Transparency
- C** = Committed to Excellence
- H** = Honesty and Integrity
- E** = Education

**D** = Dharma

#### **4. AIMS & OBJECTIVES**

- 4.1 To represent, promote and protect the cultural, religious, social, economic and political interests, needs and aspirations of the Gujarati community and the Hindu community of the Greater Pretoria/Tshwane area.
- 4.2 To propagate the Hindu religion and promote Hindu culture in all its diversity;
- 4.3 To provide for the education of the Gujarati youth and adults in the Gujarati language, religion, dance, arts & culture;
- 4.4 To affiliate with local, provincial national and international bodies that shares the aims and objectives of the broader Hindu community;
- 4.5 To purchase, take on, lease or exchange, hire or otherwise acquire any immovable property, to construct, maintain, alter any premises necessary or convenient for the purpose of the “Samaj”; to sell, lease, mortgage, dispose or otherwise deal with all or any part of the property of the “Samaj”
- 4.6 To strive at all times to engage in activities that help unite, forge and encourage a common sense of identity as Gujarati’s in particular and Hindu’s in general;
- 4.7 To uphold and encourage the values, beliefs and tenets as espoused in the various Hindu religious texts;
- 4.8 To raise funds for the achievements of the aims and objectives of the “Samaj”;
- 4.9 To form subcommittees as and when deemed necessary to meet the aims and objectives of the “Samaj”;
- 4.10 To promote the study of arts, science, technology and assist in the general educational and economic upliftment of the community;
- 4.11 To ensure the interests of special groups within the community (youth, women & elderly) are promoted, protected and catered for;
- 4.12 To plan and encourage the observation of Hindu festivals;
- 4.13 To undertake charitable activities to assist the less fortunate and needy;
- 4.14 To accept the affiliation of other Hindu cultural and religious groups residing in its area of jurisdiction

#### **5. MEMBERSHIP**

- 5.1 ***Individual Membership***  
Membership of the “Samaj”, with full voting rights, is automatically and de facto bestowed to:
  - 5.1.1 All Gujarati males and females over the age of 18; that
  - 5.1.2 Reside in the Greater Pretoria / Tshwane district; and
  - 5.1.3 Follow the Hindu faith.
- 5.2 The above membership clause (5.1) also applies to any non-Gujarati spouse as well as to persons born of parents of whom at least one parent is a Gujarati.
- 5.3 ***Affiliate Organisation Membership***  
Affiliate membership is open to any Hindu organisation or spiritual mission whose written application for membership has been approved by the Executive Committee of the “Samaj”

and ratified by the Board of Trustees. All applicants will be required to abide by the letter and spirit of this constitution

## 6. ***STRUCTURE OF the “Samaj”***

6.1 A ***Board of Trustees***, which shall consist of nine (9) members, namely:

6.1.1 The Chairperson of the Board

6.1.2 Four (4) Member Trustees

6.1.3 The President of the Executive Committee (EC)

6.1.4 The Deputy President of the Executive Committee (EC)

6.1.5 Chief Financial Officer (CFO) of the Executive Committee (EC)

6.1.6 The Secretary General of the Executive Committee (EC)

6.1.7 The four EC members serve in an ex-officio, non-voting capacity

6.2 An ***Executive Committee***, which shall consist of:

6.2.1 The President

6.2.2 1 Deputy President

6.2.3 1 Chief Financial Officer (CFO)

6.2.4 Portfolio Heads

6.2.5 1 Secretary General

6.2.6 1 Assistant Secretary

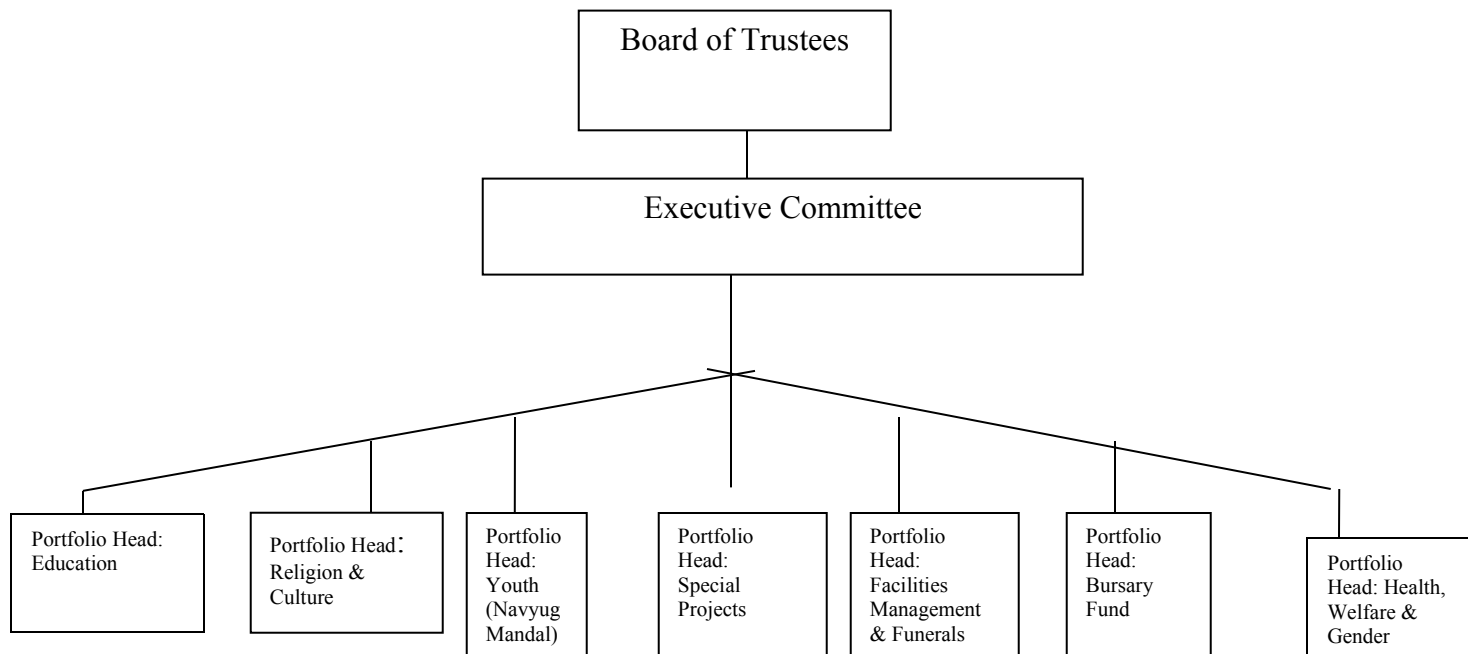
6.2.7 1 Treasurer General

6.3 ***Portfolio Committees***, representing the key focus areas, consisting of:

6.3.1 Portfolio Head

6.3.2 At least Four (4) Portfolio Members

***The organogram below illustrates the structure of the “Samaj”:***



## 7. ***POWER & DUTIES***

The power and duties of the various structures and office-bearers of the “Samaj” are as follows:

### ***7.1 Board of Trustees***

- 7.1.1 To oversee the efficient and effective functioning and governance structure of the “Samaj” and its various structures and to raise issues of concerns to the Executive Committee
- 7.1.2 To give final approval for all decisions / recommendations made by the Executive Committee to purchase, lease, alienate and mortgage or encumber *SAMAJ* properties and assets
- 7.1.3 To meet at least once every quarter to receive reports from the Executive Committee
- 7.1.4 To assume custody of movable and immovable property and assets of the “Samaj”
- 7.1.5 To receive and approve annually the consolidated budgeted Income & Expenditure statement of the Executive Committee
- 7.1.6 To oversee the safe custody of all important documents belonging to the “Samaj” and ensure that the Executive Committee has placed them in a safe and/or strong room at the “Samaj” for safe-keeping;
- 7.1.7 To conduct disciplinary hearings and to mediate in the event of a grievance or dispute referred to it by the Executive Committee;
- 7.1.8 To take disciplinary action against any member of the Executive Committee in case of a complaint related to behaviour that constitutes misconduct.
- 7.1.9 To assume control of the “Samaj” in the event that the Executive Committee becomes dysfunctional;
- 7.1.10 To call up a Special General Meeting of the Gujarati community in the event of serious breaches in governance or mismanagement of the affairs of the “Samaj”;

- 7.1.11 To communicate to members of the community any pertinent matters which impact on the public and/or are of public interest, after having duly informed the Executive Committee regarding the said matter
- 7.1.12 To receive and approve within three (3) months after the financial year end of the “Samaj”, the Annual Audited Financial Statements as prepared and approved by the Executive Committee
- 7.1.13 In the event of a vacancy arising due to whatever reason, the Trustees should, if they deem it necessary, co-opt a member until the next election. However, should the number of elected trustees i.e. excluding ex-officio EC members, fall below three (3) members, than a special general meeting to elect new trustees should be held within one month of such an event
- 7.1.14 The President, Deputy President, Chief Financial Officer and Secretary General will serve as ex officio members on the board of trustees without voting rights.
- 7.1.15 In the event of the resignation or removal of any executive office bearer from their position in the Executive Committee, then such person will automatically cease to be a trustee member;
- 7.1.16 No Trustee shall be deemed to have been released from his responsibilities of trusteeship unless and until his resignation has been or deemed to have been accepted, and he has delivered to other Trustees all the moneys, deeds, documents and any other assets belonging to the “Samaj” which may be in his possession, custody and control.
- 7.1.17 None of the executive committee members shall serve as Chairman of the Board of Trustees

## 7.2 ***Executive Committee***

- 7.2.1 To pursue and help realize the stated goals and objectives of the “Samaj”;
- 7.2.2 To form special discipline and grievance committees to resolve any disputes and grievances of the public and Executive committee members
- 7.2.3 To ensure audited annual financial statements are finalised within three (3) months after the financial year end of the “Samaj” for approval by the Board of Trustees and presentation to the Annual General Meeting.
- 7.2.4 To attend to all matters of an urgent nature;
- 7.2.5 To consider and decide on programmes and activities of the organization;
- 7.2.6 To form both interim and standing Portfolio Committees and to delegate all powers and authorities to such committees as it deems necessary;
- 7.2.7 To ratify any decisions made by the President on an urgent basis
- 7.2.8 To consider and approve applications for affiliate membership received;
- 7.2.9 To receive, consider and approve the monthly portfolio committee reports and recommendations;
- 7.2.10 To ensure all approved minutes of Executive Committee meetings are circulated by whatever means practical to as many members of the community as possible.
- 7.2.11 To deploy members elected to the Executive Committee to serve on the various portfolio committees. Other than the President and Secretaries, every member must serve in at least one portfolio.
- 7.2.12 To safeguard the material interests and to sue on behalf of the “Samaj” with the prior approval of the Trustees
- 7.2.13 To enter into contracts or agreements that is deemed in the interests of the “Samaj”.
- 7.2.14 The Executive Committee shall endeavor to meet monthly but not less than 10 times per annum to consider, discuss and deal with all essential matters pertaining to the “Samaj” and to receive and adopt the financial reports of each portfolio head.

- 7.2.15 To take disciplinary action against any member of the Portfolio Committee in case of a complaint related to behaviour that constitutes misconduct
- 7.2.16 The President may call a meeting at short notice when deemed necessary.
- 7.2.17 The agenda of executive committee meetings must include, but is not limited to, the following: (a) Prayer & Welcome; (b) Attendance and Apologies; (c) Approval of Minutes; (d) Matters arising from previous minutes; (e) Portfolio Reports; (f) Financial Report; (g) General; (h) Prayer & Closure. The meeting immediately after the elections must include an item seeking the approval of Portfolio Committee Members.
- 7.2.18 To co-opt any specialist, expert or appropriately experienced person(s) to assist the Executive in the dispatch of its functions. Such person shall have no voting rights.

### 7.3 ***Portfolio Committees***

- 7.3.1 The Executive Committee may, at its discretion, have as many Portfolio Committees as it deems necessary, each chaired by a portfolio head.
- 7.3.2 All Portfolio committees have the right to co-opt any community member to serve on their committee
- 7.3.3 Each Portfolio Committee head will appoint a team to assist him in the fulfillment of his duties, including a Secretary and Treasurer, subject to the approval of the Executive Committee. The Treasurer of the Portfolio Committee shall also be accountable to the Chief Financial Officer and Treasurer General.
- 7.3.4 At the commencement of a new financial year the Portfolio Committee shall submit to the Executive Committee for approval a plan of action which shall include but shall not be limited to the following: (1) Aims and objectives; (2) Financial Plan – Budget; (3) Organisational Structure; (4) Control procedures. Once approved the head of the Portfolio Committee shall be responsible for the execution of the plan submitted. Progress report on the activities of the Portfolio Committee shall be submitted monthly to the Executive Committee.
- 7.3.5 Subject to the approval of the Executive Committee, all Portfolio Committees will have the power to frame their own operational guidelines and rules. In the event of any rule conflicting with a provision of this constitution, then the “Samaj” constitution takes precedence.
- 7.3.7 The Education Portfolio will have the right to hire and dismiss teachers, determine salaries of teachers, discipline and hear grievances of staff, learners and parents and generally perform all such duties as expected of a school management team, subject to Executive Committee approval.
- 7.3.8 The Portfolio Committees may engage in fund-raising activities, subject to approval of the Executive Committee.
- 7.3.9 The Portfolio Committees are required to keep proper records of their activities and present monthly written reports to the Executive Committee that covers at least the following: (1) Progress against Year Plan; (2) Deviation from Approved Budget; (3) Matters requiring decision of Executive committee; (4) Feedback on matters raised by Executive committee
- 7.3.10 Each Portfolio Committee will prepare a Monthly Schedule of Receipts, Deposits & Payments, on a standardized form provided for by the CFO, and submit this to the Executive Committee together with all the original documents.
- 7.3.11 The Navyug Mandal and the Navyug Bursary Fund shall be incorporated into the “Samaj” as distinct portfolios with its own governance framework but reporting to and being accountable to the “Samaj” through its head who shall serve on the Executive Committee of the “Samaj”
- 7.3.12 The first Executive Committee meeting must be held within 4 weeks of the BGM to, amongst other matters, ensure that a proper hand-over to newly elected officials takes place.



#### 7.4 ***The President***

- 7.4.1 To provide strategic and visionary leadership to the organisation;
- 7.4.2 To manage all operational aspects of the organisation and to ensure that sound governance prevails;
- 7.4.3 To foster a sense of cooperation and work tirelessly towards a unity of purpose;
- 7.4.4 Together with the executive committee, is responsible for representing the organisation in all forums and to project a positive image of the Gujarati Hindu community;
- 7.4.5 To be guided by this constitution and to uphold at all times the spirit and letter of this constitution;
- 7.4.6 In the event of a dispute, doubt or difficulty arising out of *matters of procedure* or order, the decision of the President shall be final and conclusive;
- 7.4.7 To adopt a consultative approach to decision-making and in the event of a lack of consensus, the majority decision of the Executive Committee will prevail.

#### 7.5 ***The Deputy President (Relations)***

- 7.5.1 In all matters listed above, to stand in for the President when he/she is unable to conduct his/her official duties.
- 7.5.2 To serve as a Public Relations Officer
- 7.5.3 To assist the President with the following duties and responsibilities:
  - 7.5.3.1 To represent the “Samaj” on various religious, cultural and social forums;
  - 7.5.3.2 To help formulate and actively pursue an economic development strategy for the “Samaj” and community at large;
  - 7.5.3.3 To forge positive working relationships with all levels of government and other communities.
- 7.5.4 Together with the Secretary General, the Deputy President (Relations) will be responsible for all press releases and generally communicate to the outside world, in consultation with and approval of the President

#### 7.6 ***The Secretary General and Secretaries***

- 7.6.1 To keep and maintain proper records of the “Samaj”'s meetings, correspondences, membership records and activities;
- 7.6.2 To call up all meetings, in consultation with the President
- 7.6.3 To assist the Deputy President make press releases and generally communicate to the outside world, in consultation with and approval of the President.
- 7.6.4 To ensure minutes are written & circulated within two (2) weeks of meetings

#### 7.7 ***Chief Financial Officer, Treasurer General and the Treasurers of Portfolios***

- 7.7.1 To properly administer the finances of the “Samaj”, including those of the various portfolios, by ensuring adequate internal control systems and audit trails are in place for the intact banking of all funds received and payments made; and to record, safeguard, control and accurately report all transactions timeously.
- 7.7.2 To ensure that proper Books of Accounts are kept in terms of generally accepted accounting standards reflecting truly and correctly the affairs of the “Samaj” and that a part-time Bookkeeper be employed, if so required, to ensure the books of accounts are kept up-to-date on a monthly basis. All Books of Accounts and supporting documents are to be kept at the “Samaj” at all times.

- 7.7.3 To ensure that the “Samaj” obtains and maintains its status of a public benefit organisation (PBO) with the Dept of Social Welfare as well as that of a Non Profit Organisation (NPO) with the South African Revenue Service (Section 18A).
- 7.7.4 To prepare and finalise Audited Financial Statements within three (3) months after the financial year end of the “Samaj” for approval by the executive committee
- 7.7.5 Bank accounts are to be operated as follows:

		<i>Type of Account</i>	<i>2 of the Following Signatories</i>
1	Samaj	Current / Cheque Account(s) Savings Account Fixed Deposit Accounts Money Market Accounts	<ul style="list-style-type: none"> <li>• Any 1 of President or Deputy President or Chief Financial Officer <b>and</b></li> <li>• Any 1 of Treasurer General or Secretary General</li> </ul>

## **8. FINANCIAL MATTERS**

- 8.1 The Samaj’s financial year shall be from January to December of the same year;
- 8.2 Audited financial statements shall be presented annually to a general meeting;
- 8.3 All payments to creditors/supplier of goods and services must be made by cheque. All cheques to be duly crossed “account payee only” and “not transferable”.
- 8.4 Petty Cash float shall be maintained on an “imprest” system for incidental expenditure.
- 8.5 A fixed asset register is to be maintained. A stock survey must take place annually prior to the completion of the annual financial statements by the treasurer general and be presented for auditing.
- 8.6 Upon receipt of at least 21 days written notice from a member of the “Samaj” the office bearers concerned shall allow such member to inspect and examine all books, documents and accounts of the “Samaj” as specified in his/her notice.

## **9. COMMUNICATION**

- 9.1 In order to ensure that every community member is fully informed of the workings of the “Samaj”, the Executive Committee shall ensure that all minutes of Executive Committee meetings are circulated within two (2) weeks of EC meetings.
- 9.2 Other forms of communication, such as press releases, newsletters, SMS and other electronic means, should also be utilised, whenever possible.
- 9.3 The “Samaj” officials are required to acknowledge receipt, in writing, within two weeks of any written correspondence or complaints directed to them by any member of the community and to respond to it within 30 days.

- 9.4 All members of the community must be informed of all AGM & BGM meetings, including AGM's and special meetings by means of newsletters, e-mails, notice board, the local newspaper or by any other means possible
- 9.5 Within two weeks after the BGM, the Executive Committee shall provide the community with the names and contact details of all newly elected members of the Executive and Portfolio Committees

## **10 ELECTION OF OFFICE BEARERS**

- 10.1 The Board of Trustees, Executive Committee members and Portfolio Heads shall be elected at the Biennial General Meeting (BGM).
- 10.2 Elections of office bearers shall be by secret ballot;
- 10.3 The following *electoral process* is to be followed:
  - 10.3.1 Nominations for all positions will be open 3 weeks prior to elections;
  - 10.3.2 Nominations may be posted to the Secretary General or sent by electronic mail. Motivations in support of the nomination may be included;
  - 10.3.3 All nominees must give prior consent for their nominations. Self-nomination is also acceptable
  - 10.3.4 Individuals may be nominated for more than one position
  - 10.3.5 Cut-off date for nominations will be two (2) days prior the BGM;
  - 10.3.6 At the BGM, ballot papers containing the names of those nominated for the various positions will be circulated to each attendee.
  - 10.3.7 An independent electoral officer, who has not been nominated for any position, will be appointed by public acclaim.
  - 10.3.8 Proxy votes will not be allowed
  - 10.3.9 Nominees for the various positions will be allowed a maximum time, as set down by the electoral officer, to make a speech in support of his/her nomination.
- 10.4 The following persons shall be disqualified from acting as office bearers:
  - 10.4.1 Any person who is disqualified from acting as a Director of a company in terms of section 218{1} {c} or {d} of the Companies Act as amended or any corresponding statutory provision;
  - 10.4.2 A person who is of unsound mind or has been declared incapable of managing his/her affairs;
  - 10.4.3 A person who has been convicted of any crime involving dishonesty and is sentenced thereof to serve a term of imprisonment without the option of a fine.
  - 10.4.4 Any person found guilty of misconduct by the disciplinary committee of the "Samaj".

## **11 MEETINGS**

- 11.1 ***Biennial General Meetings (BGM)***  
BGM meetings will be held not later than four (4) months after the official financial year to consider the following matters:
  - 11.1.1 Minutes of the Previous AGM
  - 11.1.2 Matters Arising from Minutes
  - 11.1.3 Presidential Report
  - 11.1.4 Secretarial Report
  - 11.1.5 Audited Financial Report
  - 11.1.6 Correspondence
  - 11.1.7 Amendments to the Constitution (due notice of which has been given)

- 11.1.8 Appointment of an auditor
  - 11.1.9 Elections
  - 11.1.10 General. Community members who wish to raise specific issues at the BGM or AGM must give due notice of such an intention at least one week before the advertised date.
- 11.2 ***Annual General Meeting***  
AGM meetings shall be held not later than four (4) months after the official financial year to consider all matters as listed in clause 11.1, except that elections will not be held.
- 11.3 ***Special General Meetings***  
The General Secretary shall be obliged to call up a special meeting to discuss any specific matter, subject to the following:
- 11.3.1 On the direction of the President; or
  - 11.3.2 On the written, duly motivated direction of a majority of the Executive committee members; or
  - 11.3.3 On receipt of a written request / petition from at least 50 community members. Such a request must be properly motivated; or
  - 11.3.4 On the written, duly motivated direction of a majority of Trustees.

## **12 QUORUM FOR MEETINGS**

- 12.1 The ***quorum*** for meetings shall be as follows:
- |   |   |                      |
|---|---|----------------------|
| 12.1.1 Annual/Biennial General Meetings | : | 40 members           |
| 12.1.2 Board of Trustees Meetings       | : | 4 members            |
| 12.1.3 Executive Committee Meetings     | : | 6 members (see 12.2) |
| 12.1.4 Special General Meetings         | : | 40 members           |
| 12.1.5 Portfolio Committees             | : | 3 members            |
- 12.2 In all meetings of the Executive Committee, three of the following four must be present to constitute a quorum: President, Deputy President, CFO and Secretary General
- 12.3 Should a quorum not be formed within 30 minutes of the meeting notice, the meeting has to be adjourned for a period of at least one week and re-advertised. Should a quorum still not be achieved at the subsequent meeting, the members present shall constitute a quorum and all decisions taken would be binding.

## **13. NOTICE OF MEETINGS**

The secretaries shall give notice of meetings as follows:

- |  |   |                         |
|--|---|-------------------------|
| 13.1 Annual/Biennial General Meetings    | : | 14 days                 |
| 13.2 Board of Trustees                   | : | 7 days                  |
| 13.3 Executive Committee                 | : | 7 days                  |
| 13.4 Special General Meeting             | : | 14 days                 |
| 13.5 Portfolio Committee Meetings        | : | 2 days                  |
| 13.6 Special Executive Committee Meeting | : | 1 day or shorter notice |

## **14. TERM OF OFFICE**

- 14.1 The President of the Executive Committee and the Chairperson of the Board of Trustees may serve for a maximum of three consecutive terms (i.e. 6 years).
- 14.2 He/she may, however, make him/her self available for re-election as President of the Executive or Chairman of the Board of Trustees after at least two (2) years have elapsed.
- 14.3 Executive Committee members can only serve a maximum of 2 terms (4 years) in any single position.
- 14.4 Not withstanding clause 14.3, any executive committee member can be nominated for another position other than the one he/she has already served in
- 14.5 All trustees can only serve a maximum of 3 terms (6 years) only

**15. *SUSPENSION / TERMINATION OF MEMBERSHIP OF OFFICE BEARERS***

A member may have his membership suspended / terminated from the Board of Trustees, the Executive Committee or Portfolio Committee for any of the following reasons:

- 15.1 Failure to attend three (3) consecutive meetings without apologies;
- 15.2 Failure to attend five (5) consecutive meetings, with or without apologies;
- 15.3 Renunciation of the Hindu faith;
- 15.4 Misappropriation of *SAMAJ* funds;
- 15.5 He/she becomes disqualified in terms of clause 10.4
- 15.6 Found guilty of bringing the “Samaj” into disrepute by a duly formed Samaj Disciplinary Committee

**16 *DISCIPLINARY PROCEDURE***

In the event a member of the Board of Trustees, Executive Committee or Portfolio Committee is alleged to have breached the code of conduct of members as reflected in this constitution, the following procedure shall be followed:

- 16.1 In the case of a portfolio committee member, an Executive Disciplinary Committee (EDC) made up of representatives of the Executive Committee, which is acceptable to all parties and numbering not more than five (5) will be formed to hear the complaint and pass judgment.
- 16.2 A complaint against any Executive Committee member must be referred to the Trustee Disciplinary Committee (TDC).
- 16.3 The President or Chairperson of the Board of Trustees will chair the respective committees, unless circumstances dictate otherwise, in which case the EDC or TDC members will choose their own chairperson.
- 16.4 The decision of this committee will be regarded as final if it is ratified by the majority of Executive Committee members or Trustees respectively.
- 16.5 Should it be deemed necessary and desirable an independent chairperson may be appointed.
- 16.6 All disciplinary enquiries shall be resolved within 60 days from the date of referral or such extended time that the relevant SAMAJ authority might grant

**17 *GRIEVANCE PROCEDURE***

In the event a complaint by a member of the public is brought to the attention of any member of the Board of Trustees, Executive Committee or Portfolio Committee, the following grievance procedure is to be followed:

- 17.1 If the complaint relates to the function of a portfolio, the Portfolio Head and at least two other portfolio members will constitute a Portfolio Grievance Committee (PGC).
- 17.2 The Portfolio Head must ensure that the complaint is submitted in writing;
- 17.3 The PGC will allow the complainant and the “accused” the right to present their case to the Committee;
- 17.4 Upon conclusion, a written report of the grievance and its resolution must be submitted to the Executive Committee for noting at its next meeting;
- 17.5 Should the matter not be resolved than the aggrieved party may appeal to the “Samaj” Grievance Committee (SGC) made up of two trustees and two members of the Executive Committee, whose decision will be final.
- 17.6 Should the grievance be directed at an Executive Committee member, than the matter is to be referred to the Trustee Grievance Committee (TGC). The TGC shall follow a similar process as outlined for the PGC.

## **18 INDEMNITY**

- 18.1 Every member or employee of the “Samaj” is hereby indemnified in their personal capacities against any action taken against the Shree Pretoria Hindu Seva Samaj;
- 18.2 The Shree Pretoria Hindu Seva Samaj also agrees to absolve and hold harmless any officer or employee against any loss suffered by the “Samaj” as a consequence of their actions arising from them performing their lawful duties, unless such acts are the result of willful or malicious misconduct.

## **19 AMENDMENTS TO THE CONSTITUTION**

- 19.1 This constitution may only be amended with the approval of two-thirds of the members present at an AGM or at a special general meeting called for this purpose.
- 19.2 Notice to change the constitution must be circulated at least two (2) weeks prior to the date of meeting.
- 19.3 The applicable clauses to be changed must accompany such notice.
- 19.4 All modifications and objections to the amendments must be directed to the secretary at least three (3) days before the meeting for consideration at the meeting.
- 19.5 The Executive Committee shall formally engage the community in a constitutional review process every 5 years to ensure that any revealed weaknesses are addressed and new insights incorporated.

## **20 REIMBURSEMENT FOR LEGITIMATE EXPENSE**

- 20.1 No reimbursement may be given to officials for attending regular “*Samaj*” meetings held in the greater Pretoria / Tshwane area;
- 20.2 Officials authorized by the President and/or Executive Committee to attend forums or meetings on behalf of the “*Samaj*” outside of Pretoria because they are deemed to be important vehicles

or opportunities for the Hindu voice to be heard, then such officials may claim a refund for legitimate expenses incurred, as follows:

Car travel	:	prevailing AA rates for medium-size car;
Air travel	:	economy-class rates only;
Accommodation	:	not exceeding 3-star rate;
Meals	:	as per meal voucher presented

## **21 USE OF MANDIR**

- 21.1 It is a fundamental principle that the mandir is open, free of charge to all spiritual organisations, bhajan groups or mandals for the purpose of conducting prayers and the observance of religious ceremonies. Any photos or murthis brought into the mandir for this purpose must be removed after the function;
- 21.2 The day to day governance of the mandir, operational guidelines, and the celebration of events will be set and reviewed by the Religion & Culture Portfolio, in consultation with the resident priest;
- 21.3 Any revenue generated or donations received within the mandir e.g. aarti money, are to be collected and accounted for by the Religious & Culture Committee and banked into the “Samaj” account;
- 21.4 No item donated by any person for placement in the mandir may have a name inscribed on it and no donated item may be hung on Mandir walls

## **22 PROVISION OF RELIGIOUS SERVICES TO THE COMMUNITY**

- 22.1 The Religious & Culture Committee shall be responsible for drawing up the conditions of employment for the resident priest as well as a guideline setting out the minimum “darshan” (tariff) that the community can give the priest when engaging his services for the performance of the various ceremonies. These “darshan” guidelines shall be reviewed at least once every year.

## **23 OATH OF ALLEGIANCE**

Upon being elected at an AGM, all elected officials will be required to publicly swear an oath to serve the “Samaj” to the best of their ability and to abide by this constitution. The presiding officer at the elections will preside over this ceremony.

## **24 DISSOLUTION**

### **24.1 Decision to Dissolve**

The “Samaj” may be dissolved if at least two-thirds of the members present at a special general meeting of the community convened for the purpose of considering such a step vote in favour of dissolution. Not less than 21 days notice shall be given for such a meeting. If there is no quorum for such a meeting, the meeting shall be postponed for not less than one week in which case the members then present shall constitute a quorum.

24.2 **Assets**

If upon dissolution, there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall be distributed to any registered Non Profit Organisation(s) with similar aims and objectives.

**APPROVED & ADOPTED AT A SPECIAL GENERAL MEETING HELD AT LAUDIUM IN  
THE "SAMAJ" AUDITORIUM ON 29 SEPTEMBER 2009**



PRAKASHBHAI C. HIRA

**PRESIDENT**



RAMESHBHAI CHHAGAN

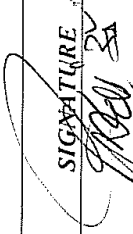


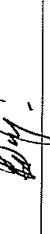

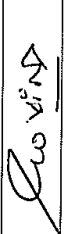



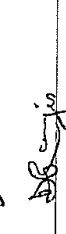
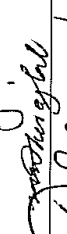



**SECRETARY GENERAL**



## SHREE PRETORIA HINDU SEVA SAMAJ

29 SEPTEMBER 200

## ATTENDANCE REGISTER - ADOPTION OF NEW CONSTITUTION

NO	FULL NAME	ADDRESS	SIGNATURE
1	PANKAJ JOSHI	377 Bongal Str Laudium	
2	Amarlal Souza	282 Meije Street Laudium	
3	MANSUKH MAGAN CHHIBA	5 Kwacha Street, Eldoglen.	
4	GIRISH DAYA	6646 PEARNS ST, EUNOUS PARK	
5	JIVAN KALYAN	236 EMERALD STR LDUM	
6	Sarjany GOVIND	409 Noeder St. Christobry	
7	Ashwin P. Joshi	254 HIMALAYA ST, LAUDIUM	
8	Ch R. SODHA	295 14th Avenue Laudium.	
9	Malini Kaba	296 14th Avenue Laudium	
10	Devadas Ranjee	41 Maxwell Road Clontaris	
11	Maganlal Dhurajlal	263 Jaf Street, Laudium 2037	
12	Ramesh Chhagan	319 Mink Street, Laudium	
13	Prakash C. Hira	229 KLOOF AVE, WATERKLOOF	
14	Kishore Natch	260 Emerald Cf. Laudium	

AMM

SHREE PRETORIA HINDU SEVA SAMAJ

29 September 2007

ATTENDANCE REGISTER - ADOPTION OF NEW CONSTITUTION

NO	FULL NAME	ADDRESS	SIGNATURE
1	HIMAL KAMJEE	23 BONDBA DRIVE EAST, GEORGETOWN	Himal Kamjee
2	KISHOR NARAN	40 TAJ STREET	Kishor Naran
3	JANPRAKASH BHANJA	320 INDIGO STR, LAUNDIA	Janprakash Bhanja
4	MUKESH BIKHAYA	609 BUZINE STR ERASMIA	Mukesh Bikhaya
5	ANAHINDRA SITA	264 AZWIG STR LDM	Anahindra Sita
6	PREMEE SINGH	264 13th AVE LDM	Premee Singh
7	JAGDISH MAFAN	34 SIKKIM ST. LAUNDIA	Jagdish Mafan
8	JYOTI JOSHI	254 HIMALAYA STREET	Jyoti Joshi
9	KANTILAL LALITA	466 BOWLING ST ERASMIA	Kantilal Lalita
10	Manisha Lakha	466 Bowler st Erasmia	Manisha Lakha
11	PANKAJ GOOLAB	380 VANDERWALL STR ERASMIA	Pankaj Goolab
112	MAGAN SARGHAR	788 F211 AVY RANBYLON	Magan Sarghar


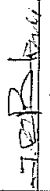
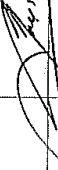



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SHREE PRETORIA HINDU SEVA SAMAJ

29 SEPTEMBER 2009.

ATTENDANCE REGISTER - ADOPTION OF NEW CONSTITUTION

NO	FULL NAME	ADDRESS	SIGNATURE
1	NIPUN JEEVA	210 1 <sup>st</sup> Ave Laudium, 0017	
2	TRIPATI CHAGGAN	244 PEARL ST., LAUDIUM 0017	
3	Pravin Daya	PO Box 14303, Sam, 0031	
4	BABOO GOKAL	296 TAJ ST WDM 0037	
5	SHIRAZ KACAN	262, HIMACHALYA STR LDM	
6	HARSHA DAYAL	541 LENCHEN STR. ERASMIA	
7	VINEET RAMA	316 HELIODOR STE LAUDIUM, 0037	